

By-Laws of the Butler Collaborative for Families Collaborative Board

ARTICLE I

Name

The name of the organization shall be Butler Collaborative for Families. Hereafter, the Butler Collaborative shall be referred to as the “BCF.”

Article II

Mission Statement

The mission of the Butler Collaborative for Families is to build a unified and integrated network of services by using a multi-agency approach to break down barriers and strengthen the system of care for the children and families of Butler County.

Article III

Authority and Purpose

The purposes of the BCF shall be to:

1. Develop and enhance communications and collaboration among the schools, social services, juvenile justice system, religious organizations, and the community
2. Identify the needs of children, adolescents and their families and to coordinate or implement services in order to strengthen or provide opportunities for growth
3. Leverage human and financial resources to support identified services
4. Examine and evaluate services for children, adolescents and their families

Article IV

Membership

Members of the BCF shall be representatives from the community who demonstrate an interest and commitment to the purpose of the collaborative.

Membership of the BCF shall consist of voting and associate members – representative of consumer parents and the remainder representative of education, health and human services, and interested community members. Members may play a dual role of parent/professional representation.

Each active member agency is to commit to participation on one subcommittee.

Article V

Officers

Officers: The officers of the BCF shall be the Chair/Co-Chairs, Vice Chair/Co-Vice Chairs, Secretary, Treasurer, Past Chair and Family/Parent Participant.

Election: The officers shall be elected by a majority vote of the active members at the November annual meeting.

Term of Office: Officers shall be elected at the November annual meeting and shall serve two year terms, beginning with the acceptance of responsibilities at the January meeting. No person shall serve more than two consecutive terms in the same office.

The initial Executive Committee, approved at the September 2004 meeting, shall be in place for three years. After the second year, one (1) Chair, one (1) Co-Chair, and either the Secretary or Treasurer will be replaced by a new officer.

Duties

Chair: the Chair/Co-Chairs shall be the principal officer of the BCF, attend to all the usual duties pertaining to the office, set the agenda and preside at all meetings of the BCF and Executive Committee. The Chair/Co-Chairs shall consult with the Executive Committee regarding all committee appointments, appoint committee Chairs from the voting membership, appoint/establish special committees as needed, and be an ex-officio member of all committees, except nominating. The Chair/Co-Chairs shall sign all contracts on behalf of the BCF, see that all directives and resolutions of the BCF are carried out, fill vacant offices with temporary appointments, and vote as a tie breaker, when needed.

Vice Chair: the Vice Chair shall preside at meetings in the Chair/Co-Chair's absence, assist with the development of the agenda, take over responsibilities in the Chair/Co-Chair's absence, and support the activities of the Collaborative.

Secretary: this individual works in conjunction with the FSSR Coordinator and causes to happen the following:

1. recording and reporting minutes for all meetings (regular, special, and/or executive)
2. notifying the membership of meetings
3. maintaining current membership list
4. recording attendance for all meetings
5. handling any correspondence
6. custodian of BCF records
7. have available a copy of the by-laws at all meetings.

Treasurer: the Treasurer will monitor the financial well being of the BCF as part of the executive committee, report of the financial status of the BCF, and focus on resource development looking at community needs.

Past Chair: the Past Chair will attend all BCF General and Executive Committee meetings and will participate on at least one sub-committee.

Family/Parent Participant: the Family/Parent Participant officer position will be a representative of an individual who has received services now or in the past. They will attend all BCF General and Executive Committee Meetings and will participate in at least one sub-committee.

BCF Coordinator: the Coordinator reports directly to the Executive Director of the host agency (CCR). The primary responsibility of this position is to work directly with and be accountable to the BCF Executive Committee and membership's goals and objectives. This position's focus is to identify grants that promote initiatives to collaborate and leverage funding for the sustainability of BCF initiatives and functions. This position entails the ability to manage multiple projects while facilitating grants/funding for the future of BCF.

Article VI Committees

Executive: The Executive Committee shall consist of the Co-Chairs, Co-Vice Chairs, Past Chair, Secretary, and Treasurer. The EC shall be responsible for developing collaborative and committee structure, monitoring collaborative goals, and guiding the collaborative process.

Budget/Finance: The Budget and Finance Committee shall assist with budget preparations and financial reporting, review program financial reports, review and approve changes to budgets, and assist with fundraising and grant writing efforts.

Communications/Marketing: The Communication Committee's mission will be to assert public relations and marketing and to promote education between agencies and mutually beneficial interagency cooperation.

Resource Development and Training: The Resource Development and Training Committee shall identify systemic resource and training needs, develop options and alternatives and offer recommendations to the BCF.

Strategic Planning: The Strategic Planning Committee will be responsible for the visioning and the mapping out of long range plans for the Butler Collaborative for Families.

Community Wellness: Will seek, develop, and/or implement appropriate population-based health initiatives that help to fill defined community health needs.

Integrated Children's Services Plan: The purpose of the Integrated Children's Services Subcommittee is to drive the integration of children's services in Butler County through the development and implementation of the Integrated Children's Services Plan.

Ad Hoc Committees: The ad hoc committees will be formed and function in response to special projects identified by the BCF. Efforts will be focused and time limited. There may be more than one ad hoc committee functioning at any point in time.

A member of the Executive Committee shall be a co-chair on each committee. Each committee shall have a secretary that will report meeting minutes and attendance to the BCF Coordinator within one week of each meeting.

Committees shall meet at least once per month. Committee members are expected to attend all scheduled meetings. However, if circumstances prohibit attendance, an alternate from their agency may attend. You must notify the BCF Coordinator at least one (1) day in advance for the absence to be excused.

An active member shall not miss more than three consecutive meetings unexcused. After three consecutive unexcused absences, the member organization will be placed on an inactive agency list. That agency must call the BCF coordinator to be reactivated.

Article VII Meetings

Meetings shall be held monthly at a time and place to be determined by the Chair and/or Co-Chair. A reminder notice of regularly scheduled meetings shall be sent to all members prior to the meeting date.

Special meetings may be called by the Executive Committee; members will be provided notice of the special meetings twenty-four hours prior to the meeting.

Attendance: BCF members are expected to attend all scheduled meetings. However, if circumstances prohibit attendance, an alternate from their agency may attend. You must notify the BCF Coordinator at least one (1) day in advance for the absence to be excused.

An active member shall not miss more than three consecutive meetings unexcused. After three consecutive unexcused absences, the member organization will be placed on an inactive agency list. That agency must call the BCF coordinator to be reactivated.

Voting: A quorum shall consist of no less than 30% of voting members and officers and proposed motions shall require the affirmative vote of a simple majority of voting members in attendance. When more than one individual represents an agency or organization, a single vote shall represent the position of those members.

Article VIII

Parliamentary BCF

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the BCF in all cases to which they are applicable and in which they are not consistent with these by-laws and any special rules or orders the BCF may adopt.

Article IX

Amendments

The by-laws may be amended. The amendments will be proposed, in writing, for members' consideration at a regularly scheduled meeting. Adoption of the proposed amendment will be scheduled for the following regular meeting, giving BCF members at least thirty days for consideration of the proposed amendment.

Article X

Dissolution

At a meeting specially called and convened for the specific purpose of considering the dissolution of the BCF, members by vote of two-thirds (2/3) of the entire voting membership, may elect to recommend the dissolution of the BCF.